

**U.S. Department of Labor  
Employment and Training Administration**

**ADVISORY COMMITTEE ON APPRENTICESHIP CHARTER**

**Committee's Official Designation:**

Advisory Committee on Apprenticeship

**Authority:**

The Advisory Committee on Apprenticeship (ACA) is authorized by the National Apprenticeship Act (the Fitzgerald Act), 29 U.S.C. 50a, which permits the Secretary of Labor to appoint a national advisory committee to serve without compensation. The ACA is a discretionary Committee established by the Secretary of Labor, in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended 5 U.S.C., App. 2, and its implementing regulations (41 CFR 101-6 and 102-3).

**Objectives and Scope of Activities:**

The objective and scope of the ACA is to provide advice and recommendations to the Secretary of Labor in five strategic areas:

1. the development and implementation of policies, legislation and regulations affecting the National Registered Apprenticeship system;
2. strategies that can expand the use of the Registered Apprenticeship model in non-traditional industries such as, but not limited to, Hospitality, Financial Services, Transportation/Logistics, Healthcare, Energy, Advanced Manufacturing, and Information Technology and Communications;
3. ways to more effectively partner with the public workforce system, workforce intermediaries, international apprenticeship partners, and educational institutions and communities to leverage Registered Apprenticeship as a valued post-secondary credential; including policies related to the Registered Apprenticeship College Consortium;
4. priorities and strategic investments to help in the development of career pathways that can lead to good jobs for everyone and sustained employment for new and incumbent workers, youth, Veterans, women, minorities and other under-utilized and disadvantaged populations; and
5. efforts to improve performance, quality and oversight, and utilization of the National Registered Apprenticeship system.

**Description of Duties:**

The ACA will achieve the Committee objectives as follows:

- deliberate as a group to develop, refine, finalize and propose recommendations to the Secretary of Labor;
- review and provide feedback on research, policies, best practices, and industry and employment trends that will impact the National Registered Apprenticeship system;
- consult with experts and practitioners for information and expertise pertinent to Committee duties and priorities as needed; and
- identify and share best practices and models that will impact sustained employment for a variety of populations.

**Agency or Official to Whom the Committee Reports:**

Secretary of Labor, U.S. Department of Labor

**Support:**

U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship

**Estimated Annual Operating Costs and Staff Years:**

\$244,185; FTE: 1.6 staff year

Payments to Federal Staff	\$206,242
Payments to Federal Members	\$1,943
Travel for Non-Federal Members	\$36,000

**Designated Federal Officer:**

The Deputy Administrator for National Office Policy from the Office of Apprenticeship will serve as the Designated Federal Officer (DFO)

**Duties of the Designated Federal Officer (DFO):**

A DFO, a permanent full-time or part-time employee appointed in accordance with agency procedures, must be assigned to each committee to perform the following duties:

- call, attend, and adjourn all committee and subcommittee meetings;
- adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the advisory committee reports;
- approve agendas;
- maintain required records on costs and membership;
- ensure efficient operations;
- maintain records for availability to the public; and
- provide copies of committee reports to the Committee Management Officer for forwarding to the Library of Congress.

**Estimated Number and Frequency of Meetings:**

Approximately two to three meetings (virtually or in person) annually, as resources permit

**Duration:**

The period of time necessary for the Committee to carry out its purpose: Indefinite

**Termination:**

Two years from the date this Charter is filed. In accordance with Section 14 of FACA, no Committee meetings or business will be conducted without a currently filed charter.

## **Membership and Designation:**

**Membership Requirements** - To the extent practicable, members shall be appointed according to the terms of this section of the Charter and the ACA Membership Balance Plan, which provides information about the points of view and candidate identification process. However, all Committee members shall serve at the pleasure of the Secretary and members may be appointed, reappointed, and/or replaced, and their terms may be extended, changed, or terminated as the Secretary sees fit.

Membership on the ACA will be fairly balanced. Members will come from a cross-section of those directly affected, interested, and qualified as appropriate to the nature and functions of the ACA. The composition of the Committee will depend upon several factors, including: the Committee's mission; the geographic, ethnic, social, economic, or scientific impact of the advisory committee's recommendations; the types of specific perspectives required, for example, those of consumers, technical experts, the public at-large, academia, business, or other sectors; the need to obtain divergent points of view on the issues before the Committee; and the relevance of State, local or tribal governments to the development of the Committee's recommendations. To the extent permitted by FACA and other laws, Committee membership should also be consistent with achieving the greatest impact, scope and credibility among diverse stakeholders. The diversity in such membership includes, but is not limited to, race, gender, disability, sexual orientation and gender identity.

**Representation** - The Committee shall be composed of members appointed by the Secretary with committee membership ranging from 27-30 voting representative members. The membership of the Committee shall include balanced representation of employers, labor organizations, and members of the public. The National Association of State and Territorial Apprenticeship Directors (NASTAD) will be represented by its current President on the public group of the Committee. The Secretary shall appoint one of the public members as Chairperson to the Committee. The ACA members shall elect two Co-Chairs for the Employer and Labor groups of the Committee. In addition to the voting members described above, a representative from the U.S. Department of Commerce and the U.S. Department of Education will be invited to serve as non-voting members of the Committee ex-officio. The Assistant Secretary of Labor for the Employment and Training Administration shall be a member ex-officio.

**Terms of members** - Terms of members shall be one or two years, as designated by the Secretary in the appointment letter, and appointments to vacancies occurring during the terms of such appointments shall be for the un-expired portions of the terms.

**Consultation with Experts** - To assist the Committee in fulfilling its responsibilities and meeting its objectives, the ACA will consult with experts from industry, labor, organizations, community organization, State/Federal agencies and others as appropriate. The ACA will specifically consult with industry and/or sector experts in the targeted areas for apprenticeship expansion.



**Subcommittees** - The DFO shall have the authority to create subcommittees as needed. The subcommittees must always report back to the full Committee and must not provide advice or work products directly to any Federal agency official on behalf of the ACA.

**Recordkeeping:**

The records of the ACA shall be handled in accordance with the General Records Schedule 6.2, Federal Advisory Committee Records, and the approved records disposition schedule for the Employment and Training Administration. These records shall be available for public inspection and copying subject to the Freedom of Information Act, 5 U.S.C. 552.

**Filing Date:**

This Charter is filed on the date indicated below:

A handwritten signature in black ink, appearing to read 'Tom E. Perez', is written over a horizontal line.

**THOMAS E. PEREZ**  
**Secretary of Labor**

**DEC 19 2016**

**Date**